

Forms & Fees

Application Forms are available in our offices or online at:

<http://www.louisvilleky.gov/ip/Construction+Review/Permit+Applications+and+Forms.htm>

A submittal should include a completed application form and drawings to explain the project as required.

Fees are noted on the application forms and posted on our website at:

<http://www.louisvilleky.gov/ip/Construction+Review/Permit+Fees.htm>

Plumbing Permits are obtained from the State Department of Housing, Buildings, & Construction Division of Plumbing. Their forms, regulations, and contact information can be found on their website: <http://dhbc.ky.gov/Plb/Pages/default.aspx>.

Inspections

All permits require inspections by our department to ensure that all applicable code requirements have been met and that the project has been constructed according to the approved plans.

The number of inspections varies according to each project but generally occur at foundation stage, framing or "rough-in" stage, and a final inspection.

It is the responsibility of the permit holder to notify the department when the work is ready for inspection

*The Division of Construction Review,
Develop Louisville administers the
construction review process to
protect the health, safety, and welfare
of the community by reviewing and
inspecting newly constructed and
altered buildings and structures for
compliance with the Kentucky
Building Code.*



LOUISVILLE METRO
GOVERNMENT
Construction Review,
Develop Louisville

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Louisville, KY 40202
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[www.louisvilleky.gov/ip/
Construction+Review](http://www.louisvilleky.gov/ip/Construction+Review)

**Need A Permit For
That?**



**HOMEOWNER'S
PERMIT TOOLBOX:
HEATING & AIR
CONDITIONG (HVAC)**

A QUICK GUIDE TO PERMITTING YOUR
RESIDENTIAL HEATING AND/OR AIR
CONDITIONING PROJECT

In LOUISVILLE METRO



What is A Permit?

A permit gives you legal permission to start construction on a building project in accordance with approved plans. These are required by local Ordinance and the Kentucky Building Code.

When do you need a Permit?

The Kentucky Building & Residential Codes require a permit to construct, enlarge, remodel, or change occupancy of a building, or to erect, install, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system.

If the project involves alterations to other building components a building permit, electrical permit, etc may be required.

Note: Work involving furnaces, air conditioners, ductwork, ventilation, thermostats, and other air conditioning equipment is often referred to as “HVAC” (Heating, Ventilation, Air Conditioning) work.

Permits ARE required for:

Installing a new HVAC system - heating and/or cooling – including HVAC equipment such as furnace, condensing unit, heat pump, fan coil unit, etc and ductwork

Replacing existing HVAC equipment

Adding or extending ductwork

Installing a pre-manufactured fireplace

Permits are NOT required for:

Regular service and repair of existing equipment

Replacing ductwork

Replacing a thermostat

Replacing a grill or register

Residential kitchen hoods

Who can apply for an HVAC Permit?

HVAC Permits may be issued to either the property owner or a licensed & identified HVAC Contractor. For a homeowner permit:

HVAC work must be done for primary residence only

Homeowner must provide identification and proof of property ownership

The property cannot be rental or commercial

Homeowner must sign and submit homeowner’s affidavit

Applicant must provide full design of system include sizing of equipment, ducts, and layout plan

*Due to the **hazardous** aspects of HVAC work including ensuring proper air flow, proper supply of combustion air to gas appliances, proper venting of dangerous combustion gases, and electrical connections, using a licensed HVAC contractor is always recommended.*

Search for contractors that are properly identified with the department

here: <http://portal.louisvilleky.gov/codesandregs/contract-or-report>

Other Approvals

A building permit evaluates a project for conformance with the Kentucky Building Codes. In Louisville Metro there are additional regulations that may apply to your project.

Zoning

Front, side, and rear yard setbacks may apply to new outdoor condensing units & equipment – Chapter 5

The Land Development Code can be found on the website of Planning & Design

Services: <http://www.louisvilleky.gov/PlanningDesign/>

Preservation Districts and Overlays: Projects in the local Preservation Districts and Overlays require review and approval for new work on the exterior of a property. Contact Planning & Design Services for information regarding Preservation Districts and Overlays.

Utility Easements: Your property may contain utility easements which may prohibit construction. Confirm the existence of any easements as you plan your project.

Metropolitan Sewer District (MSD): MSD has requirements regarding flood plain, sewer connections, storm drainage, & erosion control.